

Chief, Management Staff

15 November 1956

Chief, CAM Staff (O/H Area)

Work Report for Period 8 November 1956 Through 14 November 1956

1. Accomplishment

a. # 6-46, 16, Reorganization of Support Branch, SSO. [REDACTED] 25X1A9a

b. # 6-44, Study of Agency Overtime Practices. [REDACTED], 25X1A9a
25X1A9a

c. Inspection made of Computer installation in [REDACTED], 25X1A6a
with members of CS and the Building Staff. [REDACTED] 25X1A9a

2. Assignments (Active)

	Target Date
a. # 5-15, Compt., Study of Technical Accounting Staff. [REDACTED]	1 December 1956
b. # 5-17, Compt., Study of Program Analysis Staff. [REDACTED]	1 December 1956
c. # 5-38, T/O System Analysis, Manpower Control. [REDACTED]	1 December 1956
d. # 6-26, O/T, Follow-up on # 5 Administrative Survey of Correspondence and Records Branch. [REDACTED]	15 December 1956 25X1A9a
e. # 6-47, Compt., Study of Use of UV Funds to Pay Agency Employees, [REDACTED]. [REDACTED]	23 November 1956 25X1A9a
f. # 6-49, OTH, Study of OTR Language and Area Instruction. [REDACTED]	1 December 1956
g. # 6-51, OTR, Follow-up on # 5 Study of Feasibility of Transferring OTR Library to OTR and Establish- ment of Communism Library. [REDACTED]	1 December 1956 25X1A9a
h. # 6-66, Compt., Music System Proposed for Payroll Branch. [REDACTED]	15 January 1957
i. # 6-67, Mechanism for Reporting and Control of Personnel (Eq. and Field) and for the Maintenance of Firm Controls of Eq. Ceiling. [REDACTED]	25X1A9a 15 December 1956

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3. Assignments (Inactive)

25X1A9a a. #S 5-1, Compt., Study of the Comptroller Organization. 1 January 1957
[REDACTED]

25X1A9a b. #S 5-1D, Compt., Study of the Budget Division. 15 December 1956
[REDACTED]

25X1A9a c. #S 6-47, Compt., Study of Use of UV Funds to Pay
Agency Employees, Components other than OTR. 15 January 1957
[REDACTED]

25X1A9a d. Training
a. 16 Hours - Office Management Conference, University of Maryland.
[REDACTED] 25X1A9a

b. 4 Hours - Reading Improvement Course. [REDACTED] 25X1A9a

c. 4 Hours - Conference Leadership Course. [REDACTED] 25X1A9a

d. 4 Hours - Supervised assistance to an experienced examiner. [REDACTED] 25X1A9a

[REDACTED] 25X1A9a

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